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29 June 1965

MEMORANDUM FOR: Chief, Security Records Division

FROM            : C/RSB/SRD

SUBJECT         : Retired Records Project

1. Subject project, which began on 1 March 1965 and was completed on 7 June 1965, was undertaken with six objectives in mind:

  a. To assemble a single, accurate, and simple operative system for the control of retired Office of Security files;

  b. To review all the files previously retired and extract from each file such pertinent information which would accurately identify the subject of the retired file;

  c. To eliminate several time-consuming and costly procedures inherent in the old system;

  d. To reduce the amount of space occupied by SRD retired material ▊▊▊▊▊▊▊▊                25X1A6a

  e. To automate the entire SRD Records Retirement Program.

2. The completion of the project has resulted in a large saving of time and space while substantially increasing the effectiveness and efficiency of our entire Records Retirement Program. The following accomplishments have resulted:

  a. Assembled, in numerical sequence, a complete listing of an estimated 75,000 files retired by SRD since the inception of the Records Retirement Program in 1960 up to the present time. It is an accurate and simple operative research tool. In addition, we extracted from each file, on a file-by-file review, the subject's name and date of birth,

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along with the job number and box number indicating
the files location at the Records Center. We, there-
fore, have realized the capability to determine in one
operation whether or not a file has been retired,
whether it is identical, and where it is maintained at
the Records Center;

    b. Eliminated the assorted notebooks that con-
tained previous retirement information. These con-
sisted of four books of disorderly recordings of re-
tired files; they were inaccurate and created a great
deal of confusion and lost research time and effort;

    c. Disposed of a collection of approximately
40,000 3x5 reference cards relating to retired files,
including the abolishment of the preparation of any
future cards. The preparation, filing, maintenance,
and workings of this collection was costly in time and
space;

    d. Eliminated the procedure of placing in indi-
vidual preprinted manila-type envelopes each file
being retired to the Records Center. This was an
expensive and time-consuming operation. The pre-
printed envelopes were costly; the clerical time
spent in the preparation, notation, and sealing of
each file in a separate envelope was time-consuming
and costly as was the amount of space lost in the
storage of enveloped material, 4 inches out of every 12;

    e. Eliminated the preparation and maintenance
of shelf listings. These lists, prepared in triplicate,
consisted of a list, file number only, of those files
stored in each box at the Records Center. The 1,467
listings had to be filed, maintained, and updated as
various transactions took place. Its elimination
realizes additional time, space, and material savings;

    f. Eliminated the necessity to recall files from
the Records Center in order to file incoming corres-
pondence. Voluminous amounts of correspondence

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dating back to 1960 were filed in the respective
dossiers during the recent review of the files. In
addition, and as a result of the elimination of this
backlog, the Records Center has agreed to interfile
future correspondence provided it is forwarded on a
daily basis and not allowed to accumulate;

    g. Eliminated the flexowriter operation as part
of the Records Retirement system. Due to the many
varied retirement procedures over the past and the
lack of adequate information on the finished tapes,
these tapes could not be utilized. Accordingly, the
tapes have been destroyed and the flexowriter turned
in to Logistics. Here again, we have realized savings
in time and space by eliminating the necessity to pre-
pare, tag, seal, and maintain these tapes, material,
and equipment;

    h. As a result of the varied time savings achieved
and the simplification of our new retirement system,
we now have the capability to double our file retire-
ment efforts. This will assure the removal of inac-
tive files to low-cost storage space while acquiring
the costly but needed Headquarters filing space for
future expansion;

    i. Probably one of the outstanding accomplishments
of this project, and one that in itself justifies the project,
was the amount of vital space returned to the Records
Center for future use as a result of the removal of en-
velopes and the better integration and organized pack-
ing of the files in their respective containers by per-
sonnel of the SRD Files Section. In this area, retired
SRD material was previously occupying 1,467 linear
feet of space at the Records Center. Following the
SRD review, organization, integration, and removal
of envelopes, this figure was reduced to 831 linear feet.
This indeed was an accomplishment when you consider
that our reductions in space at the Records Center
would amount to files stacked one on top of another
to a height that would extend 81 feet higher than the
Washington Monument;

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j. We have completely automated our File Retirement Program. All of the approximately 75,000 files previously retired to the Records Center were reviewed, and the subject's name, file number, type case, date of birth, job number and box number were listed. The lists were then keypunched, verified, and placed on tape. Machine listings were printed out and now serve as our centralized files retired reference tool. Procedures were established to assure the updating of our listings, the elimination of reactivations and/or necessary corrections via machine methods. Today, a file is retired by the punching of an IBM card and reactivated in the same manner. Accordingly, we have an expeditious, accurate, and efficient, yet simplified Records Retirement Program.

3. In conclusion, we have accomplished and surpassed the original objectives of this project. We believe we have the first completely automated Records Retirement Program in the Agency. In addition, we have the capability to further simplify the program by introducing our retirement information into our main index upon completion of that automation project, thus making all the retirement information available in the initial search. The project was in all respects successful, and I would take this opportunity to commend the Chief, Deputy Chief, and personnel of the Records Center without whose cooperation the project could never have been accomplished. Their efforts in the control, pulling and shipping of the original 1,467 boxes of files, and the refiling of the returned 831 boxes, without any interruption in the servicing of our various other requests is deserving of our appreciation and admiration for a gigantic undertaking that was in all respects "well-done."

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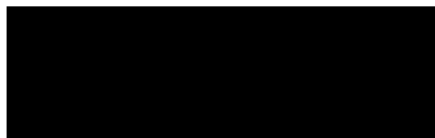
## Project Statistics

| Year | Job Number | Boxes Received | Boxes Returned | Space Gain (Ft.) |
|------|-----------|----------------|----------------|------------------|
| 60 | 463 | 11 | 7 | 4 |
| 60 | 552 | 7 | 4 | 3 |
| 60 | 698 | 8 | 5 | 3 |
| 60 | 824 | 9 | 6 | 3 |
| 60 | 857 | 17 | 12 | 5 |
| 61 | 2 | 33 | 24 | 9 |
| 61 | 62 | 59 | 39 | 20 |
| 61 | 160 | 39 | 24 | 15 |
| 61 | 211 | 22 | 11 | 11 |
| 61 | 294 | 24 | 14 | 10 |
| 61 | 335 | 22 | 14 | 8 |
| 61 | 388 | 12 | 7 | 5 |
| 61 | 622 | 13 | 9 | 4 |
| 61 | 714 | 7 | 5 | 2 |
| 61 | 801 | 10 | 6 | 4 |
| 61 | 911 | 4 | 3 | 1 |
| 62 | 12 | 26 | 17 | 9 |
| 62 | 99 | 32 | 21 | 11 |
| 62 | 233 | 29 | 18 | 11 |
| 62 | 416 | 7 | 4 | 3 |
| 62 | 481 | 14 | 9 | 5 |
| 62 | 1045 | 31 | 20 | 11 |
| 62 | 1091 | 17 | 12 | 5 |
| 62 | 1221 | 35 | 23 | 12 |
| 62 | 1264 | 34 | 23 | 11 |
| 63 | 12 | 14 | 7 | 7 |
| 63 | 67 | 30 | 15 | 15 |
| 63 | 110 | 47 | 21 | 26 |
| 63 | 179 | 12 | 5 | 7 |
| 63 | 238 | 31 | 13 | 18 |
| 63 | 298 | 46 | 25 | 21 |
| 63 | 351 | 31 | 17 | 14 |
| 63 | 443 | 32 | 15 | 17 |
| 63 | 500 | 61 | 32 | 29 |
| 63 | 574 | 85 | 37 | 48 |
| 63 | 645 | 65 | 41 | 24 |
| 63 | 722 | 72 | 38 | 34 |
| 64 | 27 | 33 | 16 | 17 |
| 64 | 106 | 14 | 5 | 9 |
| 64 | 163 | 26 | 8 | 18 |
| 64 | 224 | 41 | 22 | 19 |

| Year | Job Number | Boxes Received | Boxes Returned | Space Gain (Ft.) |
|---|---|---|---|---|
| 64 | 301 | 33 | 22 | 11 |
| 64 | 342 | 41 | 24 | 17 |
| 64 | 426 | 44 | 24 | 20 |
| 64 | 489 | 42 | 23 | 19 |
| 64 | 559 | 32 | 17 | 15 |
| 64 | 612 | 22 | 11 | 11 |
| 64 | 697 | 14 | 7 | 7 |
| 64 | 759 | 17 | 12 | 5 |
| 65 | 48 | 18 | 10 | 8 |
| 65 | 137 | 7 | 5 | 2 |
| 65 | 173 | 6 | 3 | 3 |
| 65 | 244 | 5 | 3 | 2 |
| 65 | 301 | 7 | 4 | 3 |
| 65 | 392 | 17 | 12 | 5 |
| | Totals | 1467 | 831 | 636 |